ePROCUREMENT 8.8

REASSIGN CERTIFIER

Many Purchase Orders (POs) are setup to require that invoices/vouchers be certified by a Certifier prior to payment by Accounts Payable (AP). A Certifier can be any individual at the Lab who can determine that an invoice accurately reflects the work that was performed by the vendor under the terms of the PO. The original PO Certifier is entered by the Procurement Department Buyer onto the PeopleSoft Purchasing *ModTable*.

When the PO's Certifier is on leave or no longer at LBNL, the system automatically sends an email (see below) to the Certifier's supervisor, the requester, or the buyer. The original Certifier's supervisor or requester should certify the invoice, as explained in the email. In addition, POs and vouchers assigned to the original Certifier need to be changed to another appropriate Certifier at the Lab. The Certifier on the PO can be changed by:

1. The Buyer changing the Certifier on the Purchasing *ModTable* screen OR
2. The current Certifier's supervisor or the Buyer on the *Reassign Certifier* screen.

This topic will show you how to change the Certifier on the *Reassign Certifier* screen.

There are two ways to go to the *Reassign Certifier* screen:

1. Click on the Reassign Certifier link in an email Certification Notice that was re-routed to you.
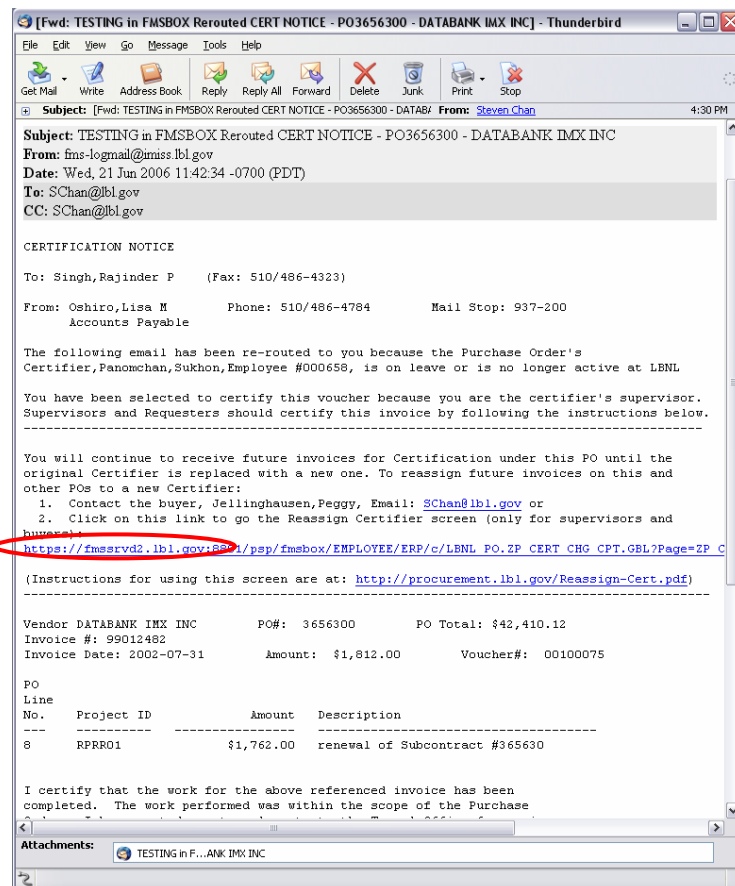
2. Manually navigate to the *Reassign Certifier* screen as follows:

    - Log into PeopleSoft FMS
    - Navigate to, **Purchasing | Purchase Orders | Reassign Certifier**
    - Enter the employee # of the certifier who is no longer at the Lab
    - Press the **Search** button

The *Reassign Certifier* screen is displayed. It shows POs and vouchers assigned to the certifier who is no longer at the Lab. This screen has 3 areas:

Certification Information (Upper Area)

- Enter the Employee # for the **New Certifier** you wish to certify future invoices. You can search for an employee by using the magnifying glass and entering the employee's last name in the **Name** box.
- Click the **Select All** and **Deselect All** links to check or uncheck each of the checkboxes in the areas below. This is useful for changing the certifier on many POs and Vouchers without having to individually check each box.
- Click the **Reassign** button to change the certifier on the POs or vouchers that have the checkbox checked to the New Certifier.

Assigned Purchase Orders (Middle Area)

This area displays all POs that are setup to be certified by the Certifier who is no longer at the Lab. Check the box next to each PO for which you want to assign the New Certifier to.

Assigned Vouchers (Lower Area)

This area displays all vouchers that are setup to be certified by the Certifier who is no longer at the Lab. Check the box next to each voucher that you want to re-assign to a new Certifier. For each voucher selected, an email will be sent the next day to the new Certifier asking them to certify the voucher. If you are certifying a voucher through a "Reply All" to AP on the original email, you should not select the voucher, otherwise, you will receive another email the next day to certify the same voucher.